



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 21, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 2016**. Applicants will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CET (1 pos) Airport Planning Engineer & Environmental Specialist
Bureau of Airport Engineering
Office of Intermodal Project Implementation
Springfield

Attachments
41305

*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, October 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer Trainee	Salary Range:	\$4,275 - \$4,655
Position Title:	Airport Planning Engineer & Environmental Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-60-203-00-01	IPR#:	41305

Office/Central Bureau/District/Work Address:

Intermodal Project Implementation, Aeronautics / Bureau of Airport Engineering / 1 Langhorne Bond Drive, Springfield, IL

Description Of Duties:

Under direct supervision, this position is responsible for assisting the Airport Environmental and Planning Manager with the initiation, scoping, coordination, development, review, and financial management of airport planning projects and project specific environmental studies for all airports and airport project developments in Illinois. Typical plans, studies and activities administered through this position include: airport master plans, land-use and layout plans; airport site selection studies; environmental impact statements, assessments, hearings and categorical exclusions; archeological studies; noise studies; wildlife site visits, hazard assessments, management plans and farming plats. In addition this position assists in the development of guidance for use by consultants and airport sponsors.

Special Qualifications:

Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2016/spring 2017).
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2016/spring 2017 graduates must be provided at time of hire.)
- Occasional statewide travel
- Valid driver's license

Desired:

- Private pilot's certificate
- Basic skill in the use of engineering field and office instruments, including Microsoft Office and Auto CADD
- Working knowledge of the routine practices of civil engineering
- Strong oral and written communication skills
- Ability to write technical reports

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS IS AN ENTRY-LEVEL POSITION

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ILLINOIS DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

DATE:	August 1, 2016	POSITION:	Airport Planning Engineer & Environmental Specialist
APPROVED BY:	Steven J. Long	OFFICE/DIVISION:	Office of Intermodal Project Implementation, Aeronautics/Bureau of Airport Engineering
CODE:	PW110-23-60-203-00-01	REPORTS TO:	Section Chief Airport Programming, Planning and Environment

Position Purpose

Under direct supervision, this position is responsible for assisting the Airport Environmental and Planning Manager with the initiation, scoping, coordination, development, review, and financial management of airport planning projects and project specific environmental studies for all airports and airport project developments in Illinois. Typical plans, studies and activities administered through this position include: airport master plans, land-use and layout plans; airport site selection studies; environmental impact statements, assessments, hearings and categorical exclusions; archeological studies; noise studies; wildlife site visits, hazard assessments, management plans and farming plats. In addition this position assists in the development of guidance for use by consultants and airport sponsors.

Dimensions

Airport Master Plans, Layout Plans and updates.	- 10 annually (\$5.0 Million)
Environmental Impact Statements, Assessments, Noise Studies and Categorical Exclusions	- 40 annually (\$500,000)
Wildlife Site Visits, Hazard Assessments and Management Plans	- 5 annually (\$100,000)

Nature and Scope

This position reports to the Section Chief of Airport Programming, Planning & Environment. No subordinates report to this position.

The Department of Transportation, Aeronautics acts as Agent of the Airport Owner (Sponsor) for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Aeronautics to "regulate and supervise aeronautics within the state", with "aeronautics" defined as "...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports...". Aeronautics shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of Aeronautics.

Aeronautics administers the federal Airport Improvement Program (AIP), in part, through a cooperative Memorandum of Agreement with the Federal Aviation Administration (FAA) known as the Block Grant Program Agreement. Approximately seventy-four (75) public-use airports throughout the state are eligible to receive federal, state and local program funds to plan, create, develop and improve airport facilities.

This position functions in uniquely sensitive areas of urban, rural and regional planning, compatible land use and associated environmental consequences resulting from the projects. The incumbent assists with establishing budgets and reviewing airport master and layout plans; evaluating new and existing airport site locations, coordinating and evaluating environmental assessments relating to plans and preparing technical documents for submission to the FAA.

The incumbent must address environmental issues for all airports in the state and work with local citizens and other affected groups as an airport advocate, while remaining sensitive to public issues. The incumbent also develops tools and databases to aid in the analysis of data and project information.

The major challenges facing this position include the ability to gain public acceptance of aviation improvement projects, to cause public airports not under direct control to accomplish required federal and state actions in a timely and effective manner, and to assure all actions are accomplished to state and federal standards. The greatest challenge is to achieve mutual agreement between public agencies and private citizens for implementation of aviation projects. The major problems associated with this position are resolving public agency conflicts, assuring completion of actions without delaying project implementation, causing public agencies to recognize their responsibilities to the public, and staying abreast of ever changing technical guidance and federal regulation.

Functions of the incumbent include: Assisting airport Sponsors in requesting and developing the Department's annual planning transportation improvement program budget for all planning and environmental work, scheduling accomplishment of these actions and assuring their accurate and timely completion.

Principal Accountabilities

1. Assists with the Determination of the annual federal/state/local planning and environmental studies budget.
2. Assists with the development/collection of the aeronautical data and documentation used in the preparation of planning and environmental documents.
3. Assists with the development of planning and environmental projects.
4. Coordinates the development of professional services agreements and fees.
5. Reviews invoice documentation for audit compliance.
6. Participates in site visits.
7. Reviews federal/state/local applications for planning grants for all public aviation facilities in Illinois.
8. Evaluates the justification, eligibility and viability of new airports and airport expansion sites.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as required or assigned.